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Handwritten note: 44-38861-1000

Assistant Director for Communications

DEC 28 1953

Chief of Logistics

Inventory of Communication Items

25X1

1. In accordance with Agency policy of annual physical inventories, the Supply Division of this office has scheduled an inventory of Communication items to begin 18 January 1954. Every effort will be made to complete this project with a minimum disturbance in effecting supply of subject commodity.

2. Your cooperation and assistance is requested in this project as follows:

a. Requisitions will be suspended, except for "Emergencies--Must Go" shipments, after 8 January 1954, and until informed by Inventory Staff that counting phase of inventory has been completed.

b. Technically qualified personnel from your Materiel Support Branch, and Test and Evaluation Section are requested on a loan basis for classification, identification, and counting phases of the inventory.

3. The plan of inventorying subject items has been previously discussed with representatives of Materiel Support Branch, and it is agreed that in order to obtain a good inventory, it will require the combined efforts of technicians from your office plus our Supply personnel.

4. Upon completion of this inventory, a Stock Purification Program will be initiated to effect disposal of any items found to be obsolete or unserviceable and uneconomically repairable.

Handwritten: NOW
C
JL

Handwritten: 15/ LCB
for JAMES A. GARRISON

LO/SD/SCS/NJC'D:rel (23 December 1953)

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